



State of Missouri
Secretary of State's Office

Records Services Division Annual Report

MATT BLUNT
SECRETARY OF STATE

Governor Holden and Members of the General Assembly:

I am pleased to present the Record Services Division Annual Report for 2001 – 2002. This report offers highlights of Fiscal Year 2002 activities and accomplishments.

Records Services has a unique responsibility to the people of Missouri. In today's rapidly changing world, it is imperative that we are aware of our past so that educated decisions and choices can be made for our future. The challenge for Records Services is to serve as our state's historical memory and do so in the most effective and efficient manner possible.

The Missouri State Archives is the official repository for state records of permanent value. As such, the Archives is devoted to educating the public about the valuable records that tell the story of Missouri. During Fiscal Year 2002, particular attention was devoted to creating historical maps, based on archival records, that document the journey of Lewis & Clark through the state. In addition, a rededicated effort to Missouri's African American heritage reached a milestone with the online publication of a guide to archival holdings. Missouri has a real opportunity to provide enhanced access to original records and connect citizens to their past. The innovative and practical use of online tools to do so resulted in a 163% increase in web requests for historical information in Fiscal Year 2002.

The Missouri State Archives Local Records Preservation Program works with local governments from around the state to protect public records. To that end, over \$397,000 in grants was awarded for preservation projects, supporting the efforts of dozens of local government entities across the state to save their history. As local records are rediscovered and protected, there is the challenge of assuring their future availability. Conservators provided treatments for several noteworthy collections in Fiscal Year 2002, including circuit court cases of Meriwether Lewis and William Clark, and over 280 slave freedom suits.

The State Records Management Program is charged with promoting efficiency in state government recordkeeping. With new accessions totaling over 30,000 cubic feet of records in Fiscal Year 2002, the challenge of providing for future growth in the storage of state government records, both paper and electronic, is a real one. Effective information control, essential to the operation of our state government, continues to be a hallmark of the program. Unfortunately, the state's current fiscal situation has not allowed us to meet the need for records center space. In Fiscal Year 2004, the Records Management program will be unable to accept further records from the legislature, the courts, and state agencies, except as replacement boxes for records that have met their retention. This will force state offices to retain approximately sixteen thousand cubic feet of records per year. Greater expense, government inefficiency, and diminished access to public information will inevitably result. The creation of a long delayed records center campus will be needed to remedy this situation. This need must be addressed when the state's fiscal situation improves.

To serve as the keeper of Missouri's records is rewarding. In Fiscal Year 2002, this office undertook – and overcame – great challenges in preserving, protecting, and providing access to our state records. We can be proud of those successes and confident in our ability to continue safeguarding Missouri's unique history for future generations.

Sincerely,

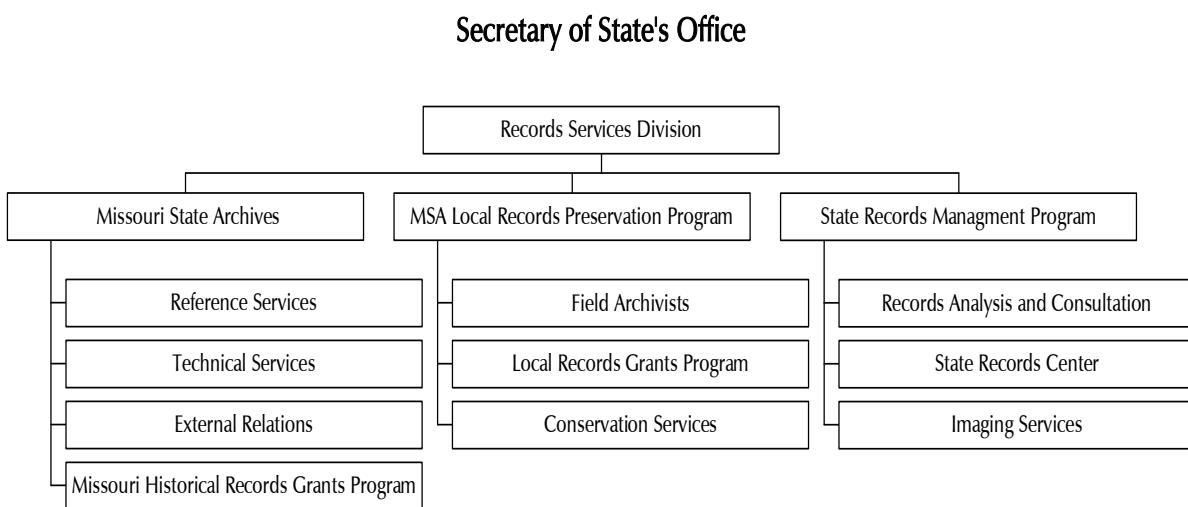
Matt Blunt

Record Services Division

In 1965 the 73rd General Assembly enacted the State and Local Records Law (RSMo 109.200 to 109.310), which established the Records Management and Archives Service Division under the Secretary of State's Office. Though the structure of the division has grown to meet the State's needs, its mandate has remained unchanged: to ensure the State's current and historical records are accessible to Missouri's citizens.

To fulfill the Secretary of State's statutory duty to manage and safeguard state records, the division's tasks are divided into three major areas of expertise – the Missouri State Archives (MSA), MSA Local Records Preservation Program, and the State Records Management Program.

The following chart depicts the organizational structure of the division:



Missouri State Archives

The Missouri State Archives is the official repository for state records of permanent value. Its mission is to identify, collect, preserve, and make available to elected officials, state government, historians, students, genealogists, and the general public the permanent and historically valuable records of Missouri's state and local governments.

Research

The Missouri State Archives is the state's largest repository for historical documents. The Archives' vast collections and holdings, dating from 1770, enable researchers to find information that brings family histories to life and assists historians in seeing the meaning in our collective past. Currently, the Archives holds more than 150 million pages of paper; 245,000 photographs; 14,400 books; 60,000 reels of microfilm, and 180,000 microfiche. The records include Missouri's history under French & Spanish colonial rule and as a U.S. territory; military records of Missourians from the War of 1812 through World War I; St. Louis' role in the international fur trade; and the part western Missouri towns played in westward expansion, including the Pony Express.

While researchers continue to use traditional means to access the Archives – in person, via telephone, and via mail – the Internet continues to gain popularity. Visits to the Archives web pages have again increased significantly. In FY02, 2,391,750 web requests for information were made – an increase of 163% over FY01. The Archives is on course to double its web requests this year. The web page offers visitors new information on Missouri's World War I soldiers and sailors and social strife in the Civil War, as well as access to important records in local government.

Projects

Taking raw holdings and developing the records into collections is the heart of the Archives' work. Two projects of note are the St. Louis Circuit Court Case files and the African American History Initiative.

The St. Louis Circuit Court Project includes case files dating from 1804 to 1830 that possess exceptional historical value. The records offer a mixture of colonial legal tradition with American common-law practices and provide a unique look at St. Louis society, including the legal recourse pursued by women and African Americans. The St. Louis Circuit Court Project is an official project of [Save America's Treasures](#), a public-private partnership between the White House Millennium Council and the National Trust for Historic Preservation dedicated to the preservation of our nation's irreplaceable historic and cultural treasures for future generations. This official designation was awarded in July 2000. Students from Washington University at St. Louis, University of Missouri-St. Louis, and St. Louis University work under the direction of professional staff from the Archives to process and digitize case files, stimulating further research within the court documents. An Academic Advisory Committee of historians selects themes from the court cases that have particular

significance to regional and state history. The records in these thematic series are then digitized for online access. Work on the first thematic unit, the court cases of Meriwether Lewis and William Clark, was completed during FY02.

During FY01, Secretary Matt Blunt announced an initiative to rededicate the Archives to the recovery of Missouri's African American heritage. The first milestone in the African American History Initiative was accomplished in February 2002 with the online publication of an annotated comprehensive guide to the Archives' holdings on African American History. The *Guide to African American History at the Missouri State Archives*, located online at <http://www.sos.state.mo.us/archives/resources/africanamerican/guide/table.asp>, offers information about the governmental records preserved at the Archives that chronicle and narrate much of the black experience in Missouri. When placed in context, these records provide a measure of understanding about the lives of black Missourians at different times in our state's history. The records are highly diverse and cover topics ranging from slavery and the Civil War through segregation and civil rights. They are located in legislative, judicial, gubernatorial, military, and photograph collections.

Partnerships

Digitization of the Lewis and Clark Corps of Discovery case files began in September 2001 and was completed in spring 2002. The digitization of these 82 court cases is a collaborative venture between the St. Louis Circuit Clerk, the Missouri State Archives, and Washington University in St. Louis. The initiative emerged from a shared commitment to provide access to the rich materials of the St. Louis Historical Circuit Court Records. The case files available online at <http://www.stlcourtrecords.wustl.edu> consist of court actions in which Meriwether Lewis, William Clark, or other members of the Corps of Discovery are defendants, plaintiffs, or play a prominent role. The cases, which date from 1804 to 1833, illustrate the social, commercial, legal, and financial relationships of the era and collectively present a portrait of the lives of some Expedition members after their triumphant 1806 return from the Pacific Ocean.

Geographers from the University of Missouri used land survey records from the Archives' collections to create dozens of maps depicting the original landscape of the Missouri River at the time of the Lewis and Clark Expedition. The computer-generated maps render the natural landscape in the days when a vast western frontier was about to be explored, with Missouri as the jumping-off point. Many of these maps are available via the Archives web site: <http://www.sos.state.mo.us/archives/projects/lc-landscape.asp>. The web project also offers an interactive display of each day of travel through Missouri by the Expedition. This historic landscape mapping project captured the public's imagination when it was unveiled in July 2001. It quickly gained national attention, which continues today. Feature articles applauding the project appeared in the *New York Times*, *Boston Globe*, *Chicago Tribune*, and *National Geographic*, among others. The exhibit is considered a significant project that adds to the history of the Lewis & Clark Expedition and offers a new way to talk about Missouri's role in the national adventure story, a story that began in Missouri.

Exhibits

The Missouri State Archives uses documents, photographs, and artifacts to create exhibits that allow patrons to experience Missouri's rich history. Archives' exhibits, which tour the state both physically and virtually over the Internet, are designed to encourage visitors to seek new perspectives and gain an understanding of Missouri's journey from the past to the present.

In anticipation of the upcoming national Lewis and Clark Bicentennial Commemoration (2004-2006), the Missouri State Archives sponsored two touring exhibits at the Kirkpatrick State Information Center. A half-size replica of a keelboat, designed by the Missouri Department of Conservation was displayed during the spring and summer of 2002. The Archives also hosted the nationally-touring American Rivers exhibit, "Discovering the Rivers of Lewis and Clark" in fall 2002.



Replica of keelboat used by Lewis and Clark

The Archives makes its exhibits available, free of charge, to local museums, libraries, historical societies, and educational institutions throughout the state. This past year saw Missouri State Archives traveling exhibits making their way to such places as Rock Port, Carthage, Webb City, Joplin, Kearney, and Fulton.

State Document Preservation Fund

The State Documents Preservation Fund was created in 1996 when the 88th General Assembly enacted Senate Bill 670. The fund supports the preservation of and access to documents of historical value by permitting the State Archives to obtain additional funds from private and corporate sources. At the close of FY02, the fund balance was \$27,515.

Missouri Historical Records Advisory Board

The Missouri Historical Records Advisory Board (MHRAB) is the central advisory body for historical records planning and for projects relating to historic records that are developed and carried out within the state. The MHRAB provides state-level appraisal of grant

proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Missouri Historical Records Grant Program and the Local Records Preservation Program.

The Missouri Historical Records Grant Program awards financial assistance to help preserve and make accessible Missouri's historical records and promote archival education and cooperation among records keepers. Eligible institutions include historical, ethnic, and religious societies; museums; libraries; colleges and universities; and other institutions whose records are open to the public. Guidelines for the program and information about FY02 recipients can be found at <http://www.sos.state.mo.us/archives/mhrab/board.asp>.

To date, the Program awarded over \$380,500 to diverse projects across the state during two grant cycles in FY02. Recipients include the Bingham-Waggoner Historical Society of Independence for preservation of its historically significant collection of visual materials related to Missouri artist George Caleb Bingham and the Santa Fe Trail. The Immanuel Lutheran Church, Arcadia, received funds to microfilm historic church-maintained documents, some of which relate to the Union Army during the Civil War. The Ozarks Resource Center/African American Heritage Museum, West Plains, received a grant to create a brochure publicizing its collection and including information about one of the oldest black cemeteries in the state. Other grantees include local historical societies across the state, as well as special collections at our state's colleges and universities.

The Governor, with the advice and consent of the Senate, appoints members to the MHRAB. As the Board's coordinator, the Secretary of State handles its administrative responsibilities. Federal regulations require members to have experience and interest in the collection, administration and use of historical records, and a dedication to the preservation and access of Missouri's documented heritage.

Missouri Historical Records Advisory Board Members

Matt Blunt, Coordinator
Secretary of State

Kenneth H. Winn, Deputy Coordinator
State Archivist

Joseph L. Adams
History Professor, Maryville College
Mayor
University City

Chris Gordon
Director
Henry County Historical Society
Clinton

Gracia Backer
Director
Division of Employment Security
Jefferson City

Mary Louise Brown
Archivist and Curator of Collections
Anheuser-Busch Corporate Archives
St. Louis

Steven P. Gietschier
Director of Historical Records
The Sporting News
St. Louis

James M. Giles
Executive Director
Jackson County Historical Society
Independence

Dr. James Goodrich
Director
State Historical Society of Missouri
Columbia

Nicola J.M. Longford
Vice President for Community Services
Missouri Historical Society
St. Louis

Robert P. Neumann
Director
Greene County Archives
Springfield

Anne G. Rottmann
Head Librarian, State Capitol
Legislative Library
Jefferson City

Jeannette A. Zinkgraf
Records Manager
St. Louis County Government Records Center
Overland

Dr. Benedict K. Zobrist
Director Emeritus
Harry S Truman Library and Museum
Independence

MSA Local Records Preservation Program

The MSA Local Records Preservation Program's (LR) mission is to assist Missouri's local governments in historical records preservation and records management. Throughout the past fiscal year, hundreds of local governmental entities participated in a variety of efforts. Projects such as conservation treatments, computerized records inventories, preservation microfilming, and disaster planning represent just a few of the many services LR offers local governments.

Records Consultations

Good records management is good business. LR field archivists bring this message to Missouri's 114 counties, 440 cities and towns, and numerous other political subdivisions. The majority of LR's clients come from county and municipal offices, with public schools running close behind. The field archivists help their constituents reap the benefits of a sound records management and archival preservation program.

Records Inventories

Many local government offices are so inundated with records that they do not know what they have. Records inventories serve to identify and quantify records. Local governments use this information to control, protect, and plan for the security and preservation of their records, thus ensuring that the public interests of access and use are maintained. For example, circuit clerks in Christian, Dade, Cooper, and St. Louis supported significant archival appraising and processing of historical case files.

During FY02 field archivists worked with the following local governments to create comprehensive records inventories:

Cities

Meta
Shelbyville
Taneyville
Tipton

Counties

Barry County Recorder
Cole County Clerk
Macon County Collector

From such work, LR has created computer searchable inventories for over 450 offices. These inventories provide local officials with an effective tool to control their records and to plan for the preservation and security of public information. They also enhance the public's ability to access and use information contained within the collections. Moreover, archivists have developed electronic finding aids for dozens of executive and judicial record series in those offices. This enormous data set is now available to local governments and the public on Missouri State Archives web page: <http://www.sos.state.mo.us/CountyInventory>.

Retention Schedules

City officials in Hume and Calhoun implemented retention schedules, which enabled them to destroy hundreds of cubic feet of obsolete records and reclaim valuable office and storage space.

Document Preservation

A fundamental part of the Local Records Preservation Program is the protection of documents from physical deterioration. This work ranges from ensuring that important documents are stored in acid-free file folders to preservation microfilming and document conservation.

Preservation Microfilming

County clerks cooperated with LR archivists to preserve a statewide collection of Poor Farm/Almshouse records of people, buildings, and agriculture. These counties included:

Barry	DeKalb	Monroe
Boone	Douglas	Osage
Caldwell	Gasconade	Perry
Callaway	Greene	Platte
Cape Girardeau	Holt	Polk
Cedar	Howard	Putnam
Clinton	Knox	Scott
Cole	Lawrence	Ste. Genevieve
Crawford	Lewis	Washington
Dade	Macon	Webster
Dallas	Marion	Wright

In addition, the Clinton County Clerk microfilmed an important Platte Purchase collection of pre- and Civil War era records, including extremely rare slave patrol reports that provide a glimpse of antebellum life in the western Missouri county. All of these collections are available for public viewing at the Missouri State Archives and in the local offices.

Conservation Services

Conservation rescues documents that are already in trouble. The Local Records Program manages the State's only publicly funded conservation lab for treatment of paper records. The four professional conservators treat unique documents from the State Archives and local and state government offices. The conservators repair and preserve historically important documents from physical deterioration. This work is labor intensive and requires a meticulous attention to detail.



Conservator mending a document from the estate of Meriwether Lewis

Conservators provided intensive conservation treatment for the St. Louis Historical Circuit Court Records collection. In addition to the Lewis and Clark court cases, the collection includes hundreds of noteworthy documents including 280 slave freedom suits. This work was funded in part by [Save America's Treasures](#), which was established to encourage all Americans to participate in meaningful activities to

“Honor the Past – Imagine the Future.” The Save America’s Treasure initiative is a public-private partnership between the White House

Millennium Council and the National Trust for Historic Preservation.

MSA Local Records Preservation Program

The staff made significant progress with ongoing work to conserve surveys from Missouri's earliest roads so they can be used safely. This year conservators treated surveyors' field notes from 62 nineteenth-century transportation routes.

Historical records submitted by officeholders in Callaway, Dade, Gasconade, Osage, Randolph, and Scott Counties and the Town of Shelbyville received successful treatments, along with numerous documents from the State Archives' holdings.

An archivist and a conservator worked with Ozarks Public Television, Southwest Missouri State University, to film two thirty-minute segments about the MSA and the conservation lab for *OzarksWatch Video Magazine*. The segments were broadcast during the winter of 2002. Tapes of the segments are available at public libraries throughout the state.

Staff developed a hands-on workshop for preservation of city scrapbooks. The Pierce City mayor hosted the first session for public officials and cultural institutions in southwestern Missouri. Conservators also led sessions on digitization for the Recorders Association of Missouri and the Missouri Library Network Corporation (MLNC). The staff provided consultation and guidance to dozens of governmental agencies and citizens regarding the preservation of their holdings in areas such as environmental control, disaster preparedness, storage, and housing.

Grants

The Local Records Program is funded with fees collected by county recorders. This statewide initiative returns local funds to local governments for records management and document preservation projects. One of its efforts is the Missouri Local Records Grant Program, which began in 1991. It is a competitive grant program. The number of grant applications and the associated level of funding routinely exceed the total funds available per grant cycle. Recipients may receive up to 70% of projects costs as long as they match 30% of the funding locally. Grants are reviewed by the Missouri Historical Records Advisory Board. Information about the program and FY02 recipients can be accessed at <http://www.sos.state.mo.us/archives/localrecs/grants>

Grants to local governments have become a major force in preserving, centralizing, and improving access to public records at the Missouri State Archives. Sixty-nine offices co-sponsored work through the grant program.

Professional Development and Training

Program staff lent their expertise to presentations on subjects ranging from records management basics to archival preservation practices at regional, state, national, and international associations.

Within Missouri, archivists presented programs at the annual Missouri Association of Counties, Municipal Clerks' Association, and Missouri Police Chiefs and Clerks Association. Archivists offered educational programs in responsible public records management at Missouri Western State College, and for the historical and genealogical societies of Barry and Gasconade counties. For the second year in a row, the Senior Conservator was keynote speaker at the *International Symposium on Municipal Archives* held in Rio de Janeiro, courtesy

of the Brazilian government. While there, she lent her expertise to staff of the Brazilian national archives.

Staff chaired the Government Records Section of the Society of American Archivists (SAA) and chaired the Membership Task Force for National Association of Government Archives and Records Association (NAGARA).

Missouri Local Records Advisory Board

The Local Records Board, appointed by the Secretary of State, meets annually with LR staff to discuss and promulgate records retention schedules. This meeting is informed by earlier consultation with local government associations at their annual meetings. The Board issued a significant revision of the County Collectors' Records Retention Schedule and issued a new Police Clerks' Association Records Retention Manual. These manuals offer direction in daily management, audits, and public inquiries. Current office web site requests for county and municipal retention rules, grant guidelines, and inventories exceed 105,000 inquiries annually. The Board promulgated updates to several manuals and began a draft for a new Assessors' manual.

Missouri Local Records Advisory Board Members

Diane Barnett Deputy County Clerk Webster County	Dr. Duane Meyer President Emeritus Southwest Missouri State University Springfield
Kenneth Bryant County Clerk Saline County	Mary Helen Murphy Director of Records Jackson County
Jeff Chorpeling Village Trustee Village of Gravois Mills	Dr. Sheila Perry Superintendent Bloomfield Public Schools
Lon Cooksey Moberly	David Sapp Boone County Historical Society Columbia
Bob Fields Neosho	Lynn Stowe Recorder of Deeds Laclede County
Lorene Hatten Office of Assessor City of St. Louis	Francis Turner Savannah

MSA Local Records Preservation Program

Linda Lowes
Director of Government Services
City of Sikeston

Olive Wood
City Clerk
City of Cabool

Peggy McGaugh
County Clerk
Carroll County

State Records Management Program

Records provide the basis for continuity in government. They document the business of government. They provide evidence as to how decisions were made and policies implemented. They clarify obligations and protect citizens' rights and privileges. The effective management of the state's records is fundamental to the operation of our government. Thus, the State Records Management Program's mission is to promote the efficiency and continuity of government, document the rights of Missouri citizens, hold state officials accountable for their actions and preserve our state's heritage by providing state agencies with the necessary instruments to develop effective and efficient information control.

Records Analysis and Consultation

Sound records management programs consist of a planned and coordinated set of policies, procedures, and activities to manage recorded information. Records Management serves state government through a variety of services to agencies, including consultation and technical advice; microfilm processing, duplicating and quality control; and storage of semi-active and inactive records.

Records managers live by a number of axioms. Chief among these are:

- *Records must be managed throughout their life-cycle* – records management programs must encompass the creation, maintenance and use, and disposition of records.
- *A record is a record, regardless of media or format* – records must be managed throughout their life-cycle whether they are created electronically, on paper, or have been microfilmed.
- *Records managers ensure that the right information gets to the right people at the right time.*

While the first two statements speak to responsibilities, the third speaks to the benefits of a records management program. The professional staff of the Records Management Division, the records analysts and electronic records archivists, are an invaluable resource to state agencies. They provide the expertise and knowledge to assist the agencies to develop and make use of effective and efficient records management programs.

Records Retention and Disposition

The key to managing records is determining how long to keep them and how to dispose of them when they are no longer useful. Records retention is based on the life-cycle concept. Just like other resources, the value of most information tends to decline over time. Most records should only be kept for as long as they are needed to support administrative, legal, and fiscal functions. Some records, typically about one percent of those created in a given year, should be retained indefinitely because of their historical significance. However, determining how long is long enough to meet those needs is no simple task. Records analysts and electronic records archivists begin the process by researching statutes, regulatory

codes, and similar records series in states across the nation. Next the analysts and archivists meet with agency officials to determine how long the records are needed to meet their business needs. Finally, they take proposed *Records Retention and Disposition Schedules* before the State Records Commission for discussion, necessary revisions, and approval. Once approved by the Commission, the schedule serves as the legal authority for the agency to either destroy obsolete records or transfer historical records to the Missouri State Archives. The staff currently maintains more than 1,000 records retention and disposition schedules.

State Records Center

Many records must be maintained for years longer than they are actively used. The inactive life of a record can range anywhere from two years to 75 years or more after its creation. In fact, some records must be maintained permanently. Records that have reached an inactive status are ideal candidates for storage within the State Records Center. The State Records Center saves the state money by providing off site storage at a much lower price per cubic foot than storage in agency office space. A 1998 study, conducted by the National Archives and Records Administration, found it costs \$23.10 per cubic foot per year to store records in an office environment. On a per year average, the cost to store records in the State Records Center is approximately \$1.31 per cubic foot.

While Records Management is the physical custodian of such records, the transferring agency maintains intellectual control over its records. Thus, only the agency has access to its records while they are stored in the State Records Center. State agencies with an approved records retention and disposition schedule are eligible to store records in the State Records Center.

Facilities

The State Records Center is actually three separate facilities. The Kirkpatrick State Information Center (KSIC) is the main facility. The KSIC's climate-controlled environment



Records stored at KSIC

was designed for the protection and preservation of long-term records (those with a retention of more than ten years) and permanent records. The facility can hold 150,000 cubic feet (or boxes) of records. The KSIC has been at capacity since 1995. New records can only be taken into the facility as obsolete records are removed.

Records stored at the annex facilities experience the extremes of Missouri's temperature and humidity changes. Thus, every effort is made to ensure that only short-term records (those

with a retention period of ten years or less) are kept at these facilities. Since FY01, long-term records that cannot be accommodated within the KSIC are stored in the Annex facilities.

Annex 1 is located just off Missouri Boulevard in Jefferson City. It houses 76,000 cubic feet of records. Annex 1 has been at capacity since October 2000. Annex 2, which is located on Jaycee Drive in Jefferson City, opened in July 2001. Annex 2's capacity is 90,000 cubic feet of records. Thus, the State Records Center's total capacity is 316,000 cubic feet.

Accessions and Destruction

The State Records Center was forced to close its doors to state agencies during FY01. The opening of Annex 2 allowed Records Management to relieve the agencies of the burden of storing and maintaining their semi-active and inactive records. Total accessions for FY02 were 30,041 cubic feet of records. Staff recycled 10,202 cubic feet of records that had met their retention requirements. Thus net growth, accessions of new records minus destruction of obsolete records, was 19,839 cubic feet.

To illustrate the cost savings of storing records in the State Records Center, assume that the retention period for the 30,041 cubic feet of records accessioned in FY02 is five years.

Processing and transportation costs make the first year a box is stored the most expensive - \$3.42. The cost to process and destroy a box is \$.79. Again, the average per year cost to store a box in the State Records Center is \$1.31. The following table compares the costs of storing FY02 accessions for five years in the records center versus storing them within the agencies' offices.

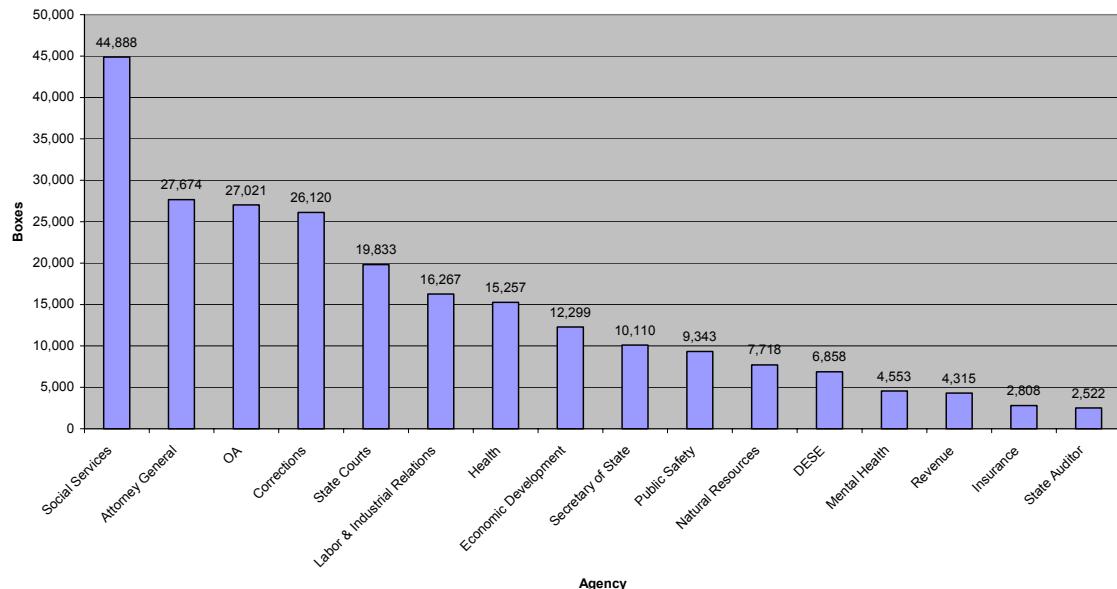
Cost Comparison: Storage in the State Records Center v. Agency Office Space

Costs	State Records Center	Agency Office Space
Year 1	\$3.42	\$23.10
Years 2-5	5.25	92.40
Destruction	0.79	
Total Cost per box	\$9.46	\$115.50
Cost to store 30,041 boxes five years	\$284,162.13	\$3,469,735.50

Holdings

As of June 30, 2002, the State Records Center held 240,123 cubic feet of records of which more than 100,000 cubic feet are permanent. While Records Management maintains more than 1,000 *Records Retention and Disposition Schedules*, roughly only 356 agencies take advantage of the program's services. The following chart illustrates the volume of records stored by the fifteen most active state departments.

State Records Center Holdings



Courier Services

Agencies within Jefferson City are provided with pick-up and delivery services. Center personnel schedule these services. State agencies outside of Jefferson City are responsible for arranging for their own records shipments. Records Center personnel assist in locating

transportation services that may be used by out-of-town agencies



Control Center Clerk Rich Hopkins refiles agency records

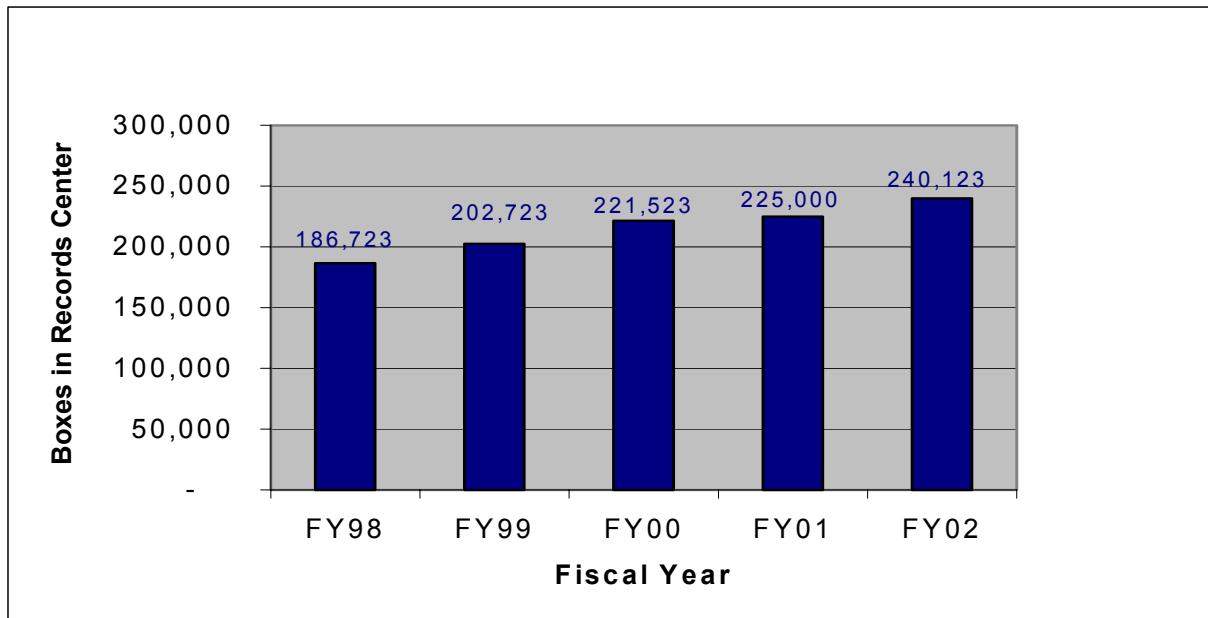
Servicing the Records

Agencies retain full access to their records in the State Records Center. If an agency needs files from its boxes, Records Center staff retrieve the file and send it to the agency. If the agency returns the file, a staff member refiles it in the appropriate box. This process is referred to as *Pull Requests*. On average, Records Management processes 70,000 pull requests each year.

Records Center Campus

Despite the growth of e-government, the need to store both short-term and long-term paper records continues to rise. Records Management estimates paper records volumes will continue to escalate over the next 20 to 25 years at a rate of .7 percent per year. At its current growth rate of 16,000 cubic feet per year, the State Records Center will soon be at capacity. Table 3 illustrates storage growth of over the past five years.

State Records Center Holdings: FY98 through FY02



To minimize the risk of damage to official state records, thus making them inaccessible, Records Management has developed a proposal to create a records center campus. A campus approach will provide adequate space and facilities for expansion over time. The proposed records center campus will provide additional environmentally sound conditions for the protection and preservation of long-term and permanent records.

The proposal offers several advantages. Economies of scale in staffing, equipment, and facility costs will be realized as storage will be consolidated into one annex facility. A larger facility, and land to add to the building, will alleviate the need to obtain additional annex facilities every three to five years. A larger facility will also provide adequate space to include an electronic media vault. As agencies create and store more records on electronic media, they will need a cost-effective and environmentally sound storage solution. Records Management already has received inquiries for such storage.

Records Management recognizes that the Records Center Campus proposal requires further consideration given the state's current budget situation. As the State Records Center will soon be at capacity, the proposal must be addressed in the near future. The Division estimates that the campus will achieve an average savings of more than \$2 million year. Through such cost savings, the records center campus will pay for itself in less than six years.

Imaging Services

Microfilm is an ideal storage medium for the preservation of long-term and historically significant records. Imaging Services operates a full-service microfilm laboratory. Services include source document microfilming, microfilm processing and duplication, rigorous quality assurance testing, and storage within a state-of-the-art vault.

Source Document Conversion

Some records are better suited for microfilming than others. A general rule of thumb is if a records series must be retained for more than twenty years, it may be more cost effective to store microfilm than paper. However, there are other factors to consider including how often the records are referenced, if they must be updated, and the quantity of the records. The Record Analysis and Consultation unit can assist agencies with these sorts of considerations. During FY02, Imaging Services filmed 3,651 cubic feet of paper records producing 10,356,440 images.

Processing, Duplication, and Quality Assurance

In addition to processing and duplicating film that the unit has created, staff processes and duplicates film created by state agencies. Technicians visually inspect each roll of microfilm and conduct tests for density and resolution. If defects are found during this inspection, the film is rejected and the project is re-filmed. During FY02, technicians processed 10,622 rolls of microfilm and duplicated 24,731 rolls.

Vault Storage

The vault is kept at a constant temperature of 58° (plus or minus 2°) with a constant humidity level of 35% (plus or minus 2%). If either the temperature or the humidity level fluctuates past the plus or minus two mark, an alarm will sound and service technicians will be immediately dispatched. Properly stored film, such as that within the vault, should have a usable life of at least 500 years. Currently, more than 124,000 rolls of archival microfilm are stored in the vault.

State Records Commission

The seven-member State Records Commission was created by state statute (RSMo 109.250). The Commission determines how long records must be maintained in order to serve the needs of government. Once the records have meet their retention requirements, the Commission determines their proper disposition either by destruction or transfer to the Missouri State Archives.

State Records Commission Members

Matt Blunt, Chair
Secretary of State

Senator Charles Gross
Missouri Senate

Kenneth H. Winn, Secretary
State Archivist

Representative Ralph Monaco
Missouri House of Representatives

Ken Kuster, Designee
for State Auditor Claire McCaskill

Brett Berri, Designee
for Attorney General Jeremiah W. Nixon

John E. Downs
Director
State Forms Management Division

Dr. James Goodrich
Executive Director
State Historical Society